

PONY PRATT BRIDGE
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BOROUGH OF GLEN GARDNER
PLANNING BOARD
P.O. BOX 307
GLEN GARDNER, NEW JERSEY 08826

Phone: (908) 537-2110
Fax: (908) 537-7026

MUNICIPAL PLAN CONFORMANCE

Record of Public Involvement: Summary of public involvement for 2009 Plan Conformance Grant Program for Modules 3,4,5,6 and Petition for Plan Conformance for Module 7.

- Planning Board meeting 9/9/08: agenda, minutes, initial assessment grant
- Planning Board meeting 6/9/09: agenda, minutes discussed Mod 4
- Planning Board meeting 8/11/09: public meeting notice, agenda, minutes for Mod 5
- Planning Board meeting 11/10/09: agenda, minutes, discussed Mod 3 & Mod 6 & Mod 7
- Borough Council meeting 12/01/09 agenda Mod 7

List of Current Municipal Planning & Regulatory Documents:

- Most current master plan and elements:
Comprehensive Master Plan, prepared by Carter Van Dyke, April 1989
Third Round Housing Element & Fair Share Plan, prepared by Betsy McKenzie, 12/6/05
- Master Plan reexamination report (last 10 years):
2007 Reexamination Report, prepared by Elizabeth McKenzie, adopted as the 2006 Reexamination Report 2/13/07, revised 10/9/07, and re-adopted with revisions 11/13/07
Glen Gardner Borough Master Plan Reexamination Report, prepared by John Madden & Associates, 12/20/2000
- Redevelopment or rehabilitation plans: None
- Land Use Ordinance & zoning map:
Borough of Glen Gardner Land Use Chapter 104, last update 2/15/07

**AGENDA
DECEMBER 1, 2009**

CALL THE MEETING TO ORDER

I would like to announce and have placed in the minutes that adequate notice of the Glen Gardner Borough Council meetings has been provided in accordance with the "Sunshine Law" by notification to the *Hunterdon County Democrat* on 1/15/09 and the *Hunterdon Review* on 1/14/09. This notice has also been posted on the public bulletin board and filed with the Borough Clerk.

FLAG SALUTE

ROLL CALL

MINUTES-Approval of the minutes of the **November 16, 2009** meeting.

CORRESPONDENCE

Highlands Council re: Water Use & Conversation Management Plan Pilot Program
NJ Dept of Agriculture re: Gypsy Moth
CFO Nancy Smith re: Year End Bills

OLD BUSINESS

Caroline Armstrong- Highlands Master Plan Conformance

Resolution 09-72 Submission of Petition for Plan Conformance to the Highlands Water Protection and Planning Council for the Land in the Preservation Area

Resolution 09-73 Hunterdon County Open Space Banked Funds

Resolution 09-74 Amendment to Interlocal Agreement with Municipal Court of North Hunterdon

Introduction of ORDINANCE 2009-11 AN ORDINANCE AMENDING THE ORDINANCE CREATING THE MUNICIPAL COURT OF NORTH HUNTERDON EFFECTIVE 2010

NEW BUSINESS

COMMITTEE REPORTS

AUDITED BILLS

COMMENTS FROM THE PUBLIC

MOTION TO ADJOURN

**BOROUGH OF GLEN GARDNER
PLANNING BOARD AGENDA
SEPTEMBER 9, 2008**

CALL THE MEETING TO ORDER

I would like to announce and have placed in the minutes that the Open Public Meeting Requirements of Law have been satisfied by our annual notices dated January 16, 2008, and January 17, 2008 as published in the Hunterdon Review and the Hunterdon County Democrat.

SWEAR IN NEW MEMBER Joseph Tapp

ROLL CALL

MINUTES Approval of the minutes of the July 8, 2008 regular meeting. (Ineligible to vote: Meg Cox, Mark Hall, Mike Rifino, Joe Tapp)

CORRESPONDENCE
NJ Planner July/August 2008.

OLD BUSINESS

NEW BUSINESS
Rick Steffey/Hunterdon County Planning Board to give brief presentation.

COMMENTS FROM THE PUBLIC

MOTION TO ADJOURN

**BOROUGH OF GLEN GARDNER
PLANNING BOARD MINUTES
SEPTEMBER 9, 2008**

Chairman Grochowicz called the regular scheduled meeting of the Glen Gardner Planning Board to order at 7:30 pm. The meeting was duly noticed.

MEMBERS PRESENT: **Meg Cox, Tom Grochowicz, Mark Hall,
Georgeann Hitzel, Mayor Stanley Kovach, Carol
Morton, Joe Tapp.**

MEMBERS ABSENT: **Wally Barnette, Shawn Damboise, Mike Rifino.**

PROFESSIONALS PRESENT: **Attorney Jerome Baucom.**

OTHERS PRESENT: **Rick Steffey, HCPB and Caroline Armstrong,
Professional Planner.**

A motion to approve the minutes of the July 8, 2008 regular meeting was made by **Kovach** and seconded by **Hitzel**. **Vote: Ayes: Grochowicz, Hitzel, Kovach, Morton. Abstain: Cox, Hall, Tapp. No nays. Motion carried.**

CORRESPONDENCE:

- NJ Planner July/August 2008, for Board's information.
- Marcia Karrow to host COAH public information session 9/16/08, 7pm, NJ Water Supply Authority-Annex Building. Chairman Grochowicz may attend.

NEW BUSINESS:

Rick Steffey, Assistant Planner for the Hunterdon County Planning Board, informed the Board of upcoming HCPB events: Public Information Roundtable 9/30/08 at the Rt. 12 County Complex, the topic is the Hunterdon County Wastewater Management Plan. They would like each municipality to be represented. Also, 2008 Planning and Design Awards applications are being accepted until December 1, 2008. Mrs. Morton asked if a project completed prior to 2008 could be submitted. Mr. Steffey said yes all applications would be considered.

Caroline Armstrong, Professional Planner at Groupmelvin Design, came to speak to the Board about the Highlands Initial Assessment Grant. The Board contacted Ms. Armstrong recently for guidance in pursuing grant funding. She stated that the Governor approved the Highlands Regional Master Plan on September 5th, which starts the 15-month time period the Borough has to bring plans and regulations into conformance with the Highlands Regional Master Plan. Now is the best time to pursue an Initial Assessment Grant in order to jump-start the process. She stated that the Borough should have a

completed, signed application and approved resolution ready to submit to the Highlands for review by October 1st, in order for the application to be considered at the October 16th Highlands Council meeting. There are five ways the grant money can be used as she outlined in a memo dated 5/21/08 (memo on file): Assess existing planning program for consistency with the Highlands Regional Master Plan; Determine whether RMP updates are needed to make the RMP accurate and up to date; Evaluate the extent of the municipal planning program changes necessary to achieve Basic and/or Full Plan Conformance; Prepare any of the actual documents, inventories, maps, master plan and/or regulatory updates required to achieve Basic and or Full Plan Conformance; and Determine the estimated cost to achieve Basic and/or Full Plan Conformance. It is too early to do some of the work but we do need to get started. A motion was made by **Kovach** and seconded by **Hitzel** to designate Caroline Armstrong, of Groupmelvin Design & Planning, as the grant preparer for the Highlands Initial Assessment Grant for the Borough of Glen Gardner. **Vote: Ayes: Cox, Grochowicz, Hall, Hitzel, Kovach, Morton, Tapp. No nays. Motion carried.** Ms. Armstrong provided Secretary with a sample resolution authorizing submission of the grant application, which needs Borough Council approval. Ms. Armstrong will prepare the grant application and have it ready for the Council's approval and signature by the next meeting, 9/16/08. The application and resolution will be submitted for the October 16th Highlands Council meeting.

COMMENTS FROM THE PUBLIC: None.

As there was no further business to come before the Board, a motion to adjourn was made by **Grochowicz** and seconded by **Hall** at 8:10 pm. **Vote: All Ayes.**



Judy Bass, Board Secretary

**BOROUGH OF GLEN GARDNER
PLANNING BOARD AGENDA
JUNE 9, 2009**

CALL THE MEETING TO ORDER

I would like to announce and have placed in the minutes that the Open Public Meeting Requirements of Law have been satisfied by our annual notices dated January 21, 2009 and January 22, 2009 as published in the Hunterdon Review and the Hunterdon County Democrat.

ROLL CALL

MINUTES Approval of the minutes of the May 12, 2009 regular meeting. (Ineligible to vote: Wally Barnette, Mark Hall)

CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

Site Plan Application, Block 9, Lot 1.04, Forest Realty Management, Inc. /Parkside Apartments

OTHER BUSINESS

Caroline Armstrong re: Highlands Regional Master Plan Conformance

COMMENTS FROM THE PUBLIC

MOTION TO ADJOURN

**BOROUGH OF GLEN GARDNER
PLANNING BOARD MINUTES
JUNE 9, 2009**

Chairman Tom Grochowicz called the regular scheduled meeting of the Glen Gardner Planning Board to order at 7:40 pm. The meeting was duly noticed.

MEMBERS PRESENT: Meg Cox, Shawn Damboise, Tom Grochowicz, Georgeann Hitzel, Mayor Stanley Kovach, Carol Morton, Joe Tapp.

MEMBERS ABSENT: Wally Barnette, Mark Hall.

PROFESSIONALS PRESENT: Attorney Jerome Baucom, Pete McCabe, Caroline Armstrong.

OTHERS PRESENT: Phillip Levasseur, Ernest Riche.

A motion to approve the minutes of the May 12, 2009 regular meeting was made by **Grochowicz** and seconded by **Cox**. **Vote: Ayes: Cox, Damboise, Grochowicz, Hitzel, Kovach, Morton, Tapp. No nays. Motion carried.**

CORRESPONDENCE:

Letter from Ronald & Patricia Barber, 105 Main Street, re: Concern of condition of silver maple tree on Linda Lane's property (109 Main Street) and stability of tree if pruned during reconstruction of Ms. Lane's house. The general policy of the Board/Borough is that we do not get involved in personal disputes. Residents can go to the County for arbitration.

NEW BUSINESS:

Site Plan Application, Block 9, Lot 1.04, Forest Realty Management, Inc. /Parkside. Attorney Baucom said he spoke to Attorney Gaus (representing Parkside). Attorney Gaus recommended that the application be deemed incomplete tonight based on Bob Clerico's review letter dated 6/3/09 and Attorney Baucom's letter dated 6/3/09 stating that they need a use variance and would rather come to the next regular meeting, try to be deemed complete and proceed with public hearing then if possible. A motion was made by **Hitzel** and seconded by **Cox** to deem the application incomplete based on Bob Clerico and Attorney Baucom's letters dated 6/3/09. **Vote: Ayes: Cox, Damboise, Grochowicz, Hitzel, Kovach, Morton, Tapp. No nays. Motion carried.**

OTHER BUSINESS:

Caroline Armstrong spoke to the Board about the work she is doing to help the Borough achieve conformance with the Highlands Regional Master Plan. The deadline for conformance is 12/8/09. A computer disk was supplied to Board members prior to the

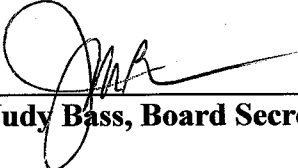
meeting for their review and comments. Ms. Armstrong stated Modules 1 and 2 are done, Module 3, Housing Element & Fair Share Plan will be done later at Highlands's request. She is currently working on Module 4, Environmental Resource Survey. The Borough does not have an ERI; this will be our base ERI. She explained the Highlands format and additions she made. Module 4 must be submitted by 6/30/09. This work will exceed the dollar allotment for this phase, but the Highlands will pay for additional work. She reassured Board that "no budgets will be blown during this process"; she has confirmed this with Eileen Swan. Bills for plan conformance work will be honored. Module 5, Highlands Master Plan Element, templates are out and due by 9/1/09. Highlands is requiring we have a public meeting (not hearing) with 10 days advance notice to present and discuss draft of Highlands Master Plan Element. Secretary will notice newspaper and adjoining municipalities.

COMMENTS FROM THE PUBLIC:

Ernest Rich has owned property on Hampton Road for 35 years, wants to build a retirement house on property. He asked about the 5 year moratorium on Hampton Road, since road is new. After discussing with Mayor and Chairman it was established that the water line is on the east side, across the road from his property and it will not be necessary to dig up road to connect to water line.

Phillip Levasseur, 66 Main Street, appeared before the Board to discuss the deck on the side of their home. The deck was built in the fall of 2008 without permits and was cited by Code Enforcement. Mr. Levasseur is aware the deck needs a variance for the side yard setback. The \$300.00 application fee and \$1000.00 escrow fee present a financial hardship for the family. He asked if the Board had any other options or would allow a payment plan over time. He is home from college until August and he is trying to deal with obtaining approvals and permits now. Mr. Levasseur stated that the second story deck is a requirement of their home owner's insurance company, as it provides an emergency exit from second floor. There was a balcony there previously. He also stated that the deck is exempt under the Highlands (exemption #5). Following a brief discussion and review of the Land Use fees a motion was made by **Grochowicz** and seconded by **Hitzel** to reduce the application fee to \$150.00 and escrow fee to \$500.00 due to extenuating circumstances. **Vote: Ayes: Cox, Damboise, Grochowicz, Hitzel, Morton, Tapp. Abstain: Kovach. No nays. Motion carried.**

As there was no further business to come before the Board, a motion to adjourn was made by **Grochowicz** and seconded by **Kovach** at 8:40 pm. **Vote: All Ayes.**



Judy Bass, Board Secretary

**BOROUGH OF GLEN GARDNER
PLANNING BOARD AGENDA
AUGUST 11, 2009**

CALL THE MEETING TO ORDER

I would like to announce and have placed in the minutes that the Open Public Meeting Requirements of Law have been satisfied by our annual notices dated January 21, 2009 and January 22, 2009 as published in the Hunterdon Review and the Hunterdon County Democrat.

ROLL CALL

MINUTES Approval of the minutes of the June 9, 2009 regular meeting. (Ineligible to vote: Wally Barnette, Mark Hall)

CORRESPONDENCE

NJ Planner: May/June 2009.

Peter Jost letter re: Block 9, Lot 1.05, Gregory DeStephano

OLD BUSINESS

Block 9, Lot 1.04, Parkside Apts.: Letter of Withdrawal of Application.

NEW BUSINESS

Variance Application, Block 10, Lot 29, 66 Main Street, Levasseur.

OTHER BUSINESS:

Caroline Armstrong, Module 5, Highlands Master Plan Element (Each member provided with CD for review before meeting)

COMMENTS FROM THE PUBLIC

MOTION TO ADJOURN

**BOROUGH OF GLEN GARDNER
PLANNING BOARD MINUTES
AUGUST 11, 2009**

Chairman Tom Grochowicz called the regular scheduled meeting of the Glen Gardner Planning Board to order at 7:35 pm. The meeting was duly noticed.

MEMBERS PRESENT: **Meg Cox (7:40), Tom Grochowicz, Mark Hall, Georgeann Hitzel, Mayor Stanley Kovach, Carol Morton, Joe Tapp.**

MEMBERS ABSENT: **Wally Barnette, Shawn Damboise.**

PROFESSIONALS PRESENT: **Attorney Jerome Baucom, Pete McCabe, Caroline Armstrong.**

A motion to approve the minutes of the June 9, 2009 regular meeting was made by **Grochowicz** and seconded by **Kovach**. **Vote: Ayes: Grochowicz, Hall, Hitzel, Kovach, Morton, Tapp. Absent for vote: Cox. No nays. Motion carried.** Mrs. Morton noted a spelling correction, no "e" in spelling of Rich.

CORRESPONDENCE:

- NJ Planner May/June 2009 for Board's information.
- Peter Jost letter to Atty. Walter Wilson re: Block 9, Lot 1.05, Greg DeStephano's request to eliminate deed restriction prohibiting construction of a single family residence on open space portion of former Lacor subdivision. Attorney Baucom explained that in reviewing a similar case found in "Cox" he along with Betsy McKenzie & Peter Jost agreed that they do not believe it is the authority of the Planning Board or Council to grant variances from the agreement or to change the original agreement. Mr. DeStephano would need to go to court and let the judge make a decision. Rights of property owners in subdivision are also considered.
- HCPB: County Wastewater Management Plan deadline extended until 12/31/09, Pete McCabe will call to confirm no action is required by Borough.

OLD BUSINESS:

Block 9, Lot 1.04, Forest Realty Management, Inc. /Parkside. Letter was sent by Applicant's Attorney Joanne Sorrentino stating that due to expense of Highlands permit they are withdrawing the application to expand recreation building. A motion was made by **Kovach** and seconded by **Grochowicz** to dismiss the application without prejudice. **Vote: Ayes: Cox, Grochowicz, Hall, Hitzel, Kovach, Morton, Tapp. No nays. Motion carried.**

NEW BUSINESS:

Variance Application, Block 10, Lot 29, 66 Main Street, Levasseur. Applicant did not submit all required fees. Adequate notice was provided to adjoining property owners and published in newspaper. Attorney Baucom stated that the matter is adjourned as to issue of completeness and will be carried until next regular meeting or until such time that Applicant completes application sufficiently and a quorum is present.

OTHER BUSINESS:

Caroline Armstrong, Module 5, Highlands Basic Plan Conformance, Model Highlands Element for Municipal Master Plan, Draft Changes. Attorney Baucom stated that notice of this public meeting was provided to adjoining municipalities and the Hunterdon County Democrat and that we will continue notice from one meeting to the next during the RMP process. A computer disk was supplied to Board members prior to the meeting for their review and comments. Ms. Armstrong also provided copies of the Highlands Municipal Build-Out Report for Glen Gardner, based on results of Modules 1 and 2 (revised June 2009).

Ms. Armstrong stated that a revised draft Highlands Municipal Master Plan Element must be submitted by 9/1/09 and that statutory deadline for all modules is 12/8/09. A copy of tonight's agenda, notice, minutes and public comments will also be needed for submission of Module 5. She went over the table of contents, explaining this will all be a supplement to Borough's Master Plan, more will be added to each element later. Additions can be made to draft but nothing can be changed or deleted. Highlands's exemptions were discussed. One property in the Borough meets Highlands requirement (25 acres non-wooded, 88 acres wooded) to build a single family home. Others would need to file for an exemption and meet other restrictions regarding land disturbance and impervious coverage.

Ms. Armstrong reviewed Module 5 Draft highlighting topics she will be commenting on and reviewing language. The following sections were discussed more fully:

- Agricultural Resource Area: Cluster Development Ordinance (pg.10, b) residential zoned properties must cluster in this area
- Redevelopment Planning (pg.19): Not the same as redevelopment plan we've heard about in the past, refers to "re-construction or re-use of previously developed and underutilized properties".
- Utility Services Plan (pg.9): Info on wells, Pete McCabe commented that the Borough is waiting for approval to drill a new well to aid the 2 existing wells. He will supply Caroline with information about well which is to support expansion of supply of water, not add additional customers. This comment will be added to draft.
- Circulation Plan (pg.41, 42 #7 &14) Changes to language and any plans for improvements, other than drainage to Glen Manor Drive, which is noted, were discussed.
- Land Preservation & Land Stewardship Plan (pg.44): Parks & recreation discussed.
- Agriculture Retention/Farmland Preservation Plan (pg.47).

- Community Facilities Plan (pg. 51): #1 was reworded.
- Sustainable Economic Development Plan (pg.52): Reviewed language, Board agreed with it. "The Planning Board recognizes that maintaining a healthy and viable economy and tax base depends in large part on the location, structure, size and context of the community. Glen Gardner is constrained by a lack of infrastructure and the presence of environmentally sensitive features. Despite these challenges, The Borough seeks to achieve an appropriate balance of rural and environmental preservation and economic health."
- Transfer of Development Rights section was removed entirely. Board agreed to leave it out at this time, can reconsider at a later date.

Mrs. Hitzel mentioned idea of railroad donating tracks for "rails to trails" to provide a safer area for kids to ride bikes. She spoke to someone at Jersey Central, they are not interested.

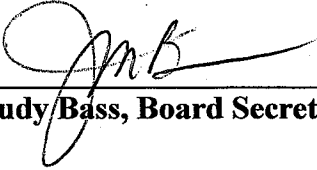
Chairman Grochowicz asked for Ms. Armstrong's thoughts about future use of the farm buildings on his property in the event the farm use would not be continued.

No members of the public were present.

A motion was made by **Grochowicz** and seconded by **Hitzel** to grant approval for Caroline Armstrong to prepare and submit Module 5 Draft as presented and discussed tonight with the additional language relating to future well supply. **Vote: Ayes: Cox, Grochowicz, Hall, Hitzel, Kovach, Morton, Tapp. No nays. Motion carried.** Pete McCabe will send Caroline information regarding future well. Ms. Armstrong will submit draft document by 9/1/09. She informed the Board that Betsy McKenzie will be working on Module 3, Module 6 and Draft Septic Management Ordinance.

COMMENTS FROM THE PUBLIC: None

As there was no further business to come before the Board, a motion to adjourn was made by **Morton** and seconded by **Cox** at 8:50 pm. **Vote: All Ayes.**



Judy Bass, Board Secretary

**BOROUGH OF GLEN GARDNER
PLANNING BOARD AGENDA
NOVEMBER 10, 2009**

CALL THE MEETING TO ORDER

I would like to announce and have placed in the minutes that the Open Public Meeting Requirements of Law have been satisfied by our annual notices dated January 21, 2009 and January 22, 2009 as published in the Hunterdon Review and the Hunterdon County Democrat.

ROLL CALL

MINUTES Approval of the minutes of the September 8, 2009 regular meeting. (Ineligible to vote: Mark Hall, Joe Tapp).

CORRESPONDENCE

NJ Planner Summer 2009, September/October 2009

NEW BUSINESS

Sign Permit Block 1, Lot 2, 220 Main Street, TD Bank, rep. by Philadelphia Sign

OLD BUSINESS

Caroline Armstrong & Elizabeth McKenzie, Highlands Plan Conformance

COMMENTS FROM THE PUBLIC

MOTION TO ADJOURN